



## City of Austin - JOB DESCRIPTION



### Austin Water Utility Electrical Supervisor

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(50) Para-Prof
<b>Class Code:</b>	19370	<b>Salary Grade:</b>	WC8
<b>Approved:</b>	October 24, 1997	<b>Last Revised:</b>	January 11, 2008

#### Purpose:

Knows and uses comprehensive knowledge of principles, practices, and procedures in planning, controlling, and/or coordinating the analysis, diagnosis, installation, repair, maintenance, cleaning, and testing of electrical equipment at Utility Facilities. Applies sound judgment in adhering to National Electric Code and National Electric Safety Code.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Insure compliance with National Electric Code, National Electric Safety Code, and all pertinent environmental restrictions and regulations.
2. Read and interpret utility plans, engineered drawings, and written specifications.
3. Meet in-service dates through efficient and effective utilization of assigned resources.
4. Provide management of electrical construction and maintenance activities by the Water and Wastewater Utility and contracted staff.
5. Coach and develop assigned staff using continuous learning and self-improvement techniques.
6. Responsible for documentation and control of assets within work group.
7. Performs supervisory duties including hiring, promoting, disciplinary actions, and performance evaluations.
8. Establish and maintain a customer perspective for all services provided to in-house clients.
9. Provides input for O&M and CIP budgets and respond to any deviations from the approved cost/time line projections.
10. Authorize and verify correct purchase of bid material.
11. Administer section staff meetings.
12. Act as project manager of special projects related to Water and Wastewater's electrical construction work governed by NEC.
13. Provide direction in utilization of a computerized maintenance management system.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities to include: selection, training, evaluation, counseling, and recommendation for dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of City of Austin supervisory policies and procedures.

Knowledge of applicable electrical construction and maintenance practices, equipment, and techniques.

Knowledge of National Electric Safety Code and Water and Wastewater Safety Policies.

Skill in planning and scheduling multiple projects.

Skill in scheduling employee work assignments.

Skill in applying sound construction and maintenance techniques.

Skill in operation of all assigned construction and maintenance equipment and tools.

Skill in evaluating vendor specifications and their potential impact on Water and Wastewater Utility.

Ability to work under minimal supervision.

Ability to effectively supervise employees.

Ability to implement change and achieve defined goals.

Ability to manage multiple projects and processes simultaneously.

Ability to estimate job costs accurately.

Ability to use word processing and spreadsheet applications.

#### Minimum Qualifications:

High School graduation, or GED, plus eight (8) years of electrical experience in the construction and maintenance of low, medium, and high voltage electrical systems, two (2) years of which was in a lead or supervisory capacity. Additional education may substitute for up to four (4) years of experience.

#### Licenses and Certifications Required:

Unrestricted City of Austin Master Electrician License

Texas Class B Commercial Driver's License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.